

## EDITED KSA LISTING

### CLASS: TRAINING OFFICER I

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*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
K1.	Intermediate level of knowledge in the principles and methods of employee training and group facilitation in order to effectively administer the training program.
K2.	Basic knowledge of analytical and statistical methods to effectively plan and evaluate training.
K3.	Comprehensive knowledge of the principles of verbal and written expression to effectively communicate ideas, thoughts and presentations.
K4.	Working knowledge of state administrative policies and procedures to effectively accomplish the training function (e.g., Budget Change Proposal [BCP] / Budget Concept Statement [BCS], memos, contracts, statistical reports, budget recommendations, procurement procedures, records retention schedule, etc.).
K5.	<b>Basic knowledge of the adult learning theory to effectively analyze, design, implement and evaluate training.</b>
K6.	<b>Basic knowledge of evolving trends in training to effectively analyze, design, implement and evaluate training.</b>
K7.	<b>Working knowledge of assessment techniques to identify the need for training and to ensure quality, consistency, and appropriateness of content and delivery of training.</b>
K8.	<b>Basic knowledge of group facilitation methods (e.g. brainstorming, consensus decision making, conflict resolution, etc.) to build training programs for specific applications.</b>

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	Skill to:
S1.	Operate training equipment (e.g. computers, projectors, simulators, etc.) in order to present training information effectively.
S2.	Coordinate (e.g., plan, organize, schedule, budget, track attendance and training records, procurement, etc.) training programs for any classification within the Department.
S3.	Facilitate training by assisting instructor and participants during class (e.g., making sure that class begins and ends on time; room set-up; adequate supplies and equipment in working order; make sure ground rules and agenda are followed, etc.).
S4.	Act as an instructor by utilizing the most current delivery methods for various training programs/courses for any classification within the Department.
S5.	Evaluate training programs by participant's feedback, auditing classes, test result analysis, etc., for quality appropriateness, accuracy and timeliness.
S6.	Implement changes in training programs/courses based on evaluations/analysis of data (e.g., industry standards, field studies, instructor's and participant's feedback, etc.) for continuous quality improvement.
S7.	<b>Negotiate to obtain resources (e.g. staff, space, cost, materials, etc.) from client organizations or managers.</b>
S8.	<b>Work in stressful situations and timeframes in order to maintain effectiveness.</b>
S9.	<b>Work in a team environment to share ideas and provide effective training programs.</b>
S10.	<b>Be adaptable to change to work effectively in a fluid environment.</b>
S11.	<b>Design and develop training classes or programs and learning materials to improve individual and organizational effectiveness.</b>

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	<b>Ability to:</b>
<b>A1.</b>	Communicate effectively in order to analyze, design, implement and evaluate training as well as working effectively with other training professionals.
<b>A2.</b>	Lift 25 pounds in order to physically move and/or transport training tools, equipment, aids and materials to training sites, as needed.